

## **FIRE PREVENTION PRACTICE #2.9**

September 1, 1991

TO: All Fire Prevention Personnel

FROM: Steve Zaccard, Fire Marshal

SUBJECT: SUBPOENAS-RELEASE OF CONFIDENTIAL INFORMATION

"THIS PRACTICE IS TO SERVE AS A PROCEDURAL GUIDE FOR YOU TO FOLLOW. EXCEPTIONS TO THIS PRACTICE SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR".

"Confidential" information cannot be released merely by subpoena, but requires a court order from a judge. Therefore, if a subpoena comes in requesting information that is all or in part "confidential", the clerical staff will prepare the attached form letter to be completed by the Assistant Fire Marshal, signed by the Fire Marshal, and copied to the City Attorney's Office.

In the event a court order is not obtained for the release of the confidential information prior to trial, a City Attorney will appear to notify the court that some of the information requested is confidential and that its release requires an order from the court.

ejd

cc: Gary Trudeau  
Cindy Menten

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